



## Department of Administrative Services Customer and Employee Relations **Job Announcement**

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**ANNOUNCEMENT #:** 200637

**POSITION:** Chief Learning Officer

**LOCATION:** State Purchasing  
200 Piedmont Avenue  
13<sup>th</sup> Floor, West Tower  
Atlanta, GA

**APPLICATION DEADLINE:** Open until filled

**WHO MAY APPLY:** All applicants

**PAY GRADE:** 18

**PAY GRADE SALARY RANGE:** \$3,825.26 - \$6,712.16 per month

**GENERAL DESCRIPTION:** Join the state of Georgia in building a knowledge center team to help us realize a procurement transformation as we adopt best practices.

Responsibilities will include managing the state's procurement training and certification programs. Overseeing the development and administration of a comprehensive procurement training curriculum. Establishing, implementing, and enforcing a certification program for the state's procurement professionals. Supervises staff in State Purchasing's Knowledge Center training and certification section.

Required Knowledge, Skills, and Abilities

- Ability to form alliances
- Strong negotiation skills
- Strong oral, written communication, and presentation skills
- Strong interpersonal skills
- Strong project management skills
- Strong decision making skills
- Strong people management skills (managing, motivating, developing staff)
- Demonstrated ability to effectively recruit and develop staff
- Results oriented

**MINIMUM QUALIFICATIONS:** Completion of a four-year degree from an accredited college or university.

AND

Six years of professional procurement training experience, three years of which were in a supervisory capacity.

OR

Nine years of professional procurement training experience, three years of which were in a supervisory capacity.

**PREFERRED  
QUALIFICATIONS:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in business administration (MBA) or Public Administration (MPA) from an accredited college or university.
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience